

# CASA USERS

## Forms:

- **Jefferson Lab User Online Registration** (Complete all fields submit online to U/I LO office, print copy and obtain required signatures. Bring completed registration form with signatures and copy of a valid passport/visa (non-US citizens) or driver's license (US citizens) to U/I Office, CEBAF Center, Room L106 upon arrival at the Lab.  
online form: [https://mis/mis/cis/userdb/reg\\_form/](https://mis/mis/cis/userdb/reg_form/)
- **Visiting Researcher Agreement** (Print, read, sign, and return to U/I Office – students do not submit)
- **Jefferson Lab Standards of Conduct** (Print, read, sign and return to U/I L Office)
- **Jefferson Lab User Account Request** (Print, complete all fields, obtain required signatures and submit to Computer Center, Trailer City, Bldg. 16, Rm. 176) <http://cc.jlab.org/docs/services/cue/accounts.html>
- **Radiation Control Office Forms** (Complete all fields and submit with required signatures to RADCON office (Trailer 52, Room 1 behind Test Lab) after completion of Radiation online training and written test in U/I L Office <http://www.jlab.org/accel/RadCon/form.html>

## Required training for users to access the accelerator site:

- **Environmental Health and Safety** (40 minute video found online - registration forms must be submitted online or brought to the U/I Office prior to viewing EH&S video to obtain online credit )  
[http://www.jlab.org/div\\_dept/train/webbasedtraining.html](http://www.jlab.org/div_dept/train/webbasedtraining.html)
- **Oxygen Deficiency Hazard** (a 20 question computerized open book test - U/I Office)  
training booklet found at following link: [http://www.jlab.org/div\\_dept/train/ODH/index.html](http://www.jlab.org/div_dept/train/ODH/index.html)
- **Radiological Worker I** - (online training at following url is required for new users prior to taking written test taken in U/I office) [http://www.jlab.org/div\\_dept/train/online\\_courses/rad\\_worker1/mainmenu.html](http://www.jlab.org/div_dept/train/online_courses/rad_worker1/mainmenu.html)
- **Practical Factors Radiological Training** (a 15-20 minute hands on training - call Keith Welch, x7212 or Earl Ratliff, x7118 to set up appointment after completion of RadWorker I written test. Test is taken in Trailer 52 behind the Test Lab, any User passing this test Aug. 2000 or after is not required to renew.

Badging procedures for a new user may require a maximum (2) day time period for processing system information and testing.

**USER/INTERNATIONAL LIAISON OFFICE IS LOCATED IN CEBAF CENTER, ROOM L106**